

**481—11.4 (17A,724) Agency record.**

**11.4(1)** Upon receipt of a copy of the notice of hearing, the agency shall file with the division:

- a.* A copy of all documents used by the agency in reaching the decision; and
- b.* A form identifying the name, address, and telephone number of the agency's contact person or attorney representative.

**11.4(2)** The agency shall provide to the applicant or permittee a copy of all documents used by the agency in reaching the decision.

[**ARC 9299B**, IAB 12/29/10, effective 1/1/11; **ARC 9400B**, IAB 3/9/11, effective 4/13/11]